

Dress for

SUCCESS

FOR THE INTERVIEW

You want to present the most appropriate professional impression for your interviews. When it comes to your appearance, conservatism and conformity are in order in most business and technical job interviews. However, this can vary by industry. When in doubt, it is better to be too conservative than to be too flashy.



Two-piece suits (solid colors, tighter-woven fabric)



Tailored, collared shirts or blouses under your suit jacket



Conservative with makeup and jewelry



Neatly trimmed or shaved hair



Shoes that are polished or in good condition



Wrinkled clothing



Ties with wild or ornate designs



Missing buttons, crooked ties and lint



Tags and labels on new clothing



Runs in your stockings

FOR THE JOB

After you ace the interview and accept the job offer, what happens? You start your professional career—and you have to look the part! For recent graduates just entering professional life, additions to wardrobes or complete overhauls, are likely needed. Limited funds, however, can be an obstacle. Image consultants suggest “capsule wardrobing”. By mixing and matching, an eight-piece capsule wardrobe can generate up to 28 ensembles.

- Establish a professional wardrobe budget
- Allot 50% of your budget to accessories
- Purchase a suit jacket that is versatile and can work with a number of other pieces
- Buy fashion basics that you can build on
- Don't overlook the importance of nice briefcase or leather portfolio

OFFICE CASUAL

“Office casual” is becoming the accepted mode of dress at more and more organizations. The rules for casual attire, however, are subject to each organization. The safest fashion rule for new employees to follow is to dress about the same as your most conservatively dressed co-worker. As a new hire, don't try to “push the boundaries” of casual attire.

Fashion Arrests

- Never wear denim jeans or shorts unless the vast majority of others do
- Don't dress too provocatively—you're at work, not a club
- “Casual” doesn't mean “sloppy”—clothes should be free of stains and holes
- Workout wear belongs at the gym

Play it Safe

- Khaki or black pants are usually a safe bet
- As for formal business attire, buy the best that your budget will allow
- If you will be seeing clients, dress appropriately for their workplace, not yours
- Go to the mall—most department and specialty stores have sections devoted to this style of office attire
- When in doubt, stick with “neutral” colors, such as black, khaki, dark navy, or grey
- Avoid visible body piercings or tattoos until you learn about what the organization's formal (or informal) policies may be

In a survey of over 2,000 bosses, 33% claimed they know within 90 seconds of an interview if they will hire the candidate.

-Pro Resume Center, LLC

Adapted with permission from University of Maryland's Terp Guide.

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